

November 14, 2008

MEMORANDUM FOR: Management and Organization Division
Office of the Chief Financial Officer/Chief
Administrative Officer

FROM: Kevin L. Johnston, Chief Aviation Services Branch

SUBJECT: Certification of NWSI 10-2003, *Records Retention*,
Dated November 29, 2006

The Aviation Services Branch reviewed National Weather Service
Procedural Directive NWSI 10-2003, *Records Retention* and certifies it
requires no updating during its FY 2008 biennial review cycle.

Responsibility for the directive is currently held by:

OPR: B. McNulty, W/OS23

Certifier: K. Johnston, W/OS23

Approving Authority: D. Caldwell, Director, Office of Water, Weather
and Climate Services